

150-COM-7201
Conduct a Training Meeting
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the CAC/Ft Leavenworth foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Conditions: While serving in a leadership position and required to conduct weekly training meetings, or on a schedule designated by the commander ; located in garrison or while deployed; with access to the Digital Training Management System (DTMS), the Army Training Network (ATN), the Unit Training Plan (UTP) with mission essential tasks (MET) to train, the unit training calendar, unit training schedules, after action reviews (AARs) from previous training events; and subordinate leaders input. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standards: The leader conducts the training meeting to ensure that all training event planning, resourcing, and coordination is on track; ensures that face-to-face cross-communication between leaders occurs and that they discuss and resolve training issues; and discusses only training related activities and upon completion. The leader uses a command approved process, such as the T-Week; prepares an agenda covering all three phases of the training meeting; first to assess previous training (T+1), the second to coordinate upcoming events (T-5 through T-1), and finally to plan for future training events (T-6 & T-7). The leader ensures outputs of the training meeting are entered into DTMS.

Special Conditions: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: Conduct weekly training meeting.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Confirm participants to attend.
2. Confirm the location, date, and time for the training meeting.
3. Prepare a meeting agenda with three phases using the T-Week Process.
 - a. Phase one assesses previous training (T+1):
 - (1) Update platoon assessments.
 - (2) Identify training not conducted.
 - (3) Update company assessments (METs).
 - (4) Identify retraining required.
 - (5) Identify DTMS database update requirements and responsibilities.
 - b. Phase two coordinates upcoming training events (T-5 through T-1):
 - (1) Review FRAGORDS.
 - (2) Conduct pre-execution checks.
 - (3) Identify any changes to upcoming events (tasks to train).
 - c. Phase three plans future training events (T-6 & T-7):
 - (1) Review battalion and company UTP calendar for adjustments.
 - (2) Provide Commander's updated planning guidance.
 - (3) Demonstrate how platoon tasks support company METs.
 - (4) Review draft training schedule for T-6 & T-7.
 - (5) Review the T-Week milestones for T-8 through UTP publication, assign responsibility for the tasks, and receive updates.
 - (6) Confirm and identify additional resource requirements.
 - (7) Identify individual tasks for hip pocket training.
4. Conduct the training meeting.
 - a. Validate the tasks to train for upcoming events, focusing on the METs.
 - b. Synchronize unit METs with training events.
 - c. Delegate and confirm responsibilities critical to executing events.
 - d. Review and confirm resource requirements and status.
 - e. Ensure cross communications between leaders.
 - f. Refine the training focus for upcoming events.
5. Record outputs of the training meeting in DTMS.

a. Update assessment of company METs, supporting collective tasks, individual tasks, and drills.

b. Commander's training guidance for draft training schedule(s).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if they successfully completed all of the performance measures. Score the Soldier NO GO if they failed any of the five performance measures.

Evaluation Preparation: This task should be evaluated by a leader who has successfully demonstrated proficiency in this task. The evaluator should be equal to or senior in rank to the evaluated Soldier and should have an understanding of the knowledge and skills required for this task.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Confirmed participants to attend.			
2. Confirmed the routine location, date, and time for the training meeting.			
3. Prepared a meeting agenda with three phases using the T-Week Process.			
4. Conducted the training meeting.			
5. Recorded outputs of the training meeting in DTMS.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	ATN	Army Training Network (ATN) (https://atn.army.mil/)	Yes	No
	FM 6-0 (Change 002, April 22, 2016)	COMMANDER AND STAFF ORGANIZATION AND OPERATIONS	Yes	No
	FM 7-0	Train to win in a Complex World	Yes	Yes

TADSS : None

Equipment Items (LIN):

LIN	Name
70209N	Computer, Personal Workstation
FB9912	CAC Card Reader

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. It is the responsibility of all Soldiers and DA civilians to protect the environment, and to participate in the Army's Environmental Management System (EMS) at the installation where they are assigned.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of assessing; mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC).

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
150-COM-7110	Conduct a Training Event	150 - Combined Arms (Individual)	Approved

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
150-COM-7105	Produce the Unit Training Plan (UTP) OPORD	150 - Combined Arms (Individual)	Approved

Supported Individual Tasks :

Task Number	Title	Proponent	Status
150-COM-7500	Manage Training at Platoon Level	150 - Combined Arms (Individual)	Approved

Supported Collective Tasks :

Task Number	Title	Proponent	Status
71-2-1050	Conduct Unit Training Management	71 - Combined Arms (Collective)	Approved